



- WHAT'S NEW
- PROGRAMS
- GRANTEE RESOURCE CENTER
- JUSTICE TOPICS
- PUBLICATIONS
- TRAINING & TECHNICAL ASSISTANCE
- MESSAGE FROM THE DIRECTOR
- ABOUT BJA

## PROGRAMS

Search BJA

### Local Law Enforcement Block Grant (LLEBG)

For FY 2003 LLEBG information, click [here](#).

The Local Law Enforcement Block Grants (LLEBG) Program provides funds to units of local government to underwrite projects that **reduce crime** and **improve public safety**. The LLEBG Program emphasizes local decisionmaking and encourages communities to craft their own responses to local crime and drug problems.

LLEBG Program funds must be spent in accordance with one or more of the following seven purpose areas:

1. Supporting law enforcement:
  - Hiring, training, and employing additional law enforcement officers and necessary support personnel on a continuing basis.
  - Paying overtime to currently employed law enforcement officers and necessary support personnel to increase the number of hours worked by such personnel.
  - Procuring equipment, technology, and other items directly related to basic law enforcement functions.
2. Enhancing security measures in and around schools and/or other facilities or locations that the unit of local government considers to be at special risk for incidents of crime.
3. Establishing or supporting drug courts.
4. Enhancing the adjudication of cases involving violent offenders, including cases involving violent juvenile offenders.
5. Establishing a multijurisdictional task force, particularly in rural areas, composed of law enforcement officials representing units of local government. This task force must work with federal law enforcement officials to prevent and control crime.
6. Establishing crime prevention programs involving cooperation between community residents and law enforcement personnel to control, detect, or investigate crime or to prosecute criminals.
7. Defraying the cost of indemnification insurance for law enforcement officers.

**Legislation:** The LLEBG Program was originally proposed in H.R. 728 (Local Government Law Enforcement Block Grants Act of 1995).

**Funding:** FY 2003 funding is \$260 million. The funds are allocated by a formula based on Part I Violent Crimes as reported in the Federal Bureau of Investigation's Uniform Crime Reports. The FY 2003 eligibility list will be posted after July 17, 2003.

**Eligibility:** All 50 states, the District of Columbia, and the territories of Guam, Puerto Rico, American Samoa, and the Northern Mariana Islands are eligible to apply for LLEBG funds. For local jurisdictions, **only** those units of local government whose names appears on the eligibility list are eligible to apply.

**How/When To Apply:** The Disparate Process must be completed prior to the LLEBG system being opened to receive applications for funding. Once the State Attorneys General (SAGs) have certified jurisdictions as disparate, the complete FY 2003 eligibility list will be posted on the BJA Web site, and the application process will open.

All LLEBG applications must be submitted via the Internet-based Grants Management System (GMS). The application period will open on August 4, 2003. [Click here to view the complete FY 2003 LLEBG process schedule.](#)

**Related Links:**

[LLEBG Program Guide](#)

[LLEBG Jurisdiction Allocations & Project Details \("Clicky Map"\)](#)

**Contact Information:**

Programs Office  
Bureau of Justice Assistance  
810 Seventh Street NW  
Washington, DC 20531  
202-514-6638  
Fax: 202-305-2543  
E-mail: [AskBJA@ojp.usdoj.gov](mailto:AskBJA@ojp.usdoj.gov)

or

[State Administering Agency \(HTML or PDF\)](#)

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[▶ WHAT'S NEW](#)[▶ GRANT PROGRAMS](#)[▶ GRANTEE RESOURCE CENTER](#)[▶ JUSTICE TOPICS](#)[▶ PUBLICATIONS](#)[▶ TRAINING & TECHNICAL ASSISTANCE](#)[▶ MESSAGE FROM THE DIRECTOR](#)[▶ ABOUT BJA](#)

## GRANT PROGRAMS

Search BJA

GO

### LLEBG Program Requirements

**Eligible Recipient:**

To be considered eligible for the LLEBG Program, a jurisdiction must be a general purpose unit of local government. Units of local government are cities, counties, Indian tribes, parishes, towns, townships, villages, Alaska Native villages, and parish sheriffs (in the state of Louisiana) that carry out substantial governmental duties. The unit of local government must report, via its law enforcement agencies, to the Uniform Crime Reports (UCR) Program of the Federal Bureau of Investigation (FBI).

**Public Safety Officers' Health Benefits (PSOHB) Provision:**

Section 615 of the Fiscal Year (FY) 2002 Appropriations Act requires a unit of local government to provide a public safety officer *who retires or is separated from duty due to a personal line-of-duty injury suffered as a direct and proximate result of responding to a hot pursuit or an emergency situation* with health benefits at the time of separation that are the same as or better than those he or she received while on duty.

To be eligible to receive the entire amount of allocation under the LLEBG Program, a unit of local government must be in compliance with this provision. If not in compliance, the unit will forfeit 10 percent of its eligible amount. The LLEBG Internet-based application system provides further information about this provision.

**Advisory Board:**

A unit of local government must establish or designate an advisory board to review the proposed use of funds to be received under the LLEBG Program. The board must be designated to make nonbinding recommendations for the proposed use of funds. The advisory board must include a member from each of the following local organizations: law enforcement agency; prosecutor's office; court system; school system; and a nonprofit, educational, religious, or community-based group active in crime prevention or drug-use prevention or treatment.

**Public Hearing:**

Each jurisdiction must hold at least one public hearing regarding the proposed use of funds prior to the receipt and obligation of funds. Jurisdictions should encourage public attendance and participation while abiding by their local public hearing policies and procedures.

**Matching Funds:**

Each recipient jurisdiction is responsible for satisfying a local cash match. Under the LLEBG Program, a jurisdiction's LLEBG funds may not exceed 90 percent of **total** program costs. A recipient jurisdiction's local cash match requirement is 1/9 of the federal LLEBG funds expended. All recipients must maintain records that clearly track the source, amount, and timing of all matching contributions.

**Trust Fund:**

Each recipient jurisdiction must establish a trust fund in which to deposit LLEBG

Program funds. The trust fund does not have to be an interest-bearing fund. The trust fund account must include the following four characteristics:

1. The account may earn interest, but any earned interest (on federal funds) must be used for LLEBG Program purposes.
2. The recipient must be able to account for the federal award amount.
3. The recipient must be able to account for the local match amount.
4. The recipient must be able to account for the interest earned, if any.

If the above four requirements are met with the jurisdiction's existing system, a separate system does not have to be established. The unit of local government, not the implementing or law enforcement agency, should establish and maintain the trust fund.

There is no requirement that state matching funds be deposited in a trust fund account. Likewise, there is no requirement that interest earned on local matching funds be applied toward LLEBG-funded programs.

**Expenditure Period:**

All federal funds, including interest earned, revenue, dividend, and local matching funds **must** be spent within the 24-month expenditure period. Unspent funds must be returned to the Office of Justice Programs (OJP) within 90 days of program termination.

**Quarterly Financial Reporting Requirement:**

All LLEBG Program award recipients are required to submit quarterly financial status reports in the format of the SF-269A form (short form). The SF-269A form is a report of quarterly expenditures.

Your jurisdiction's SF-269A report form is due within 45 days of the end of each calendar quarter—even if LLEBG funds have not yet been drawn down or no funds were expended during the quarter.

Each recipient jurisdiction must submit an SF-269A financial report on a quarterly basis, beginning with the first quarter of the grant period through the quarter in which all program funds, federal funds, matching funds, and interest earned (if any) are expended.

Under the LLEBG Program, all program funds must be expended within a 24-month expenditure period.

The recipient jurisdiction must submit a separate quarterly SF-269A report for each fiscal year LLEBG award.

Interest income (if earned) must be treated and reported as program income. Interest earned should be reported on the SF-269A report in Box 12D, "Program Income-Other." The quarterly status of the interest earned should be reported in Box 12E, "Expended," and Box 12F, "Unexpended."

The required local cash match for the LLEBG Program is identified in the FY's LLEBG Award Special Conditions. The cash match amount must be reported on the quarterly SF-269A report in Box 10B, "Recipient Share of Outlays." The full match amount must be expended by the end of the 24-month expenditure period. The local match requirement is 1/9 of the federal LLEBG award amount.

Upon expenditure of all program funds, a final SF-269A report must be submitted and marked "Final Report" (Box 6).

The quarterly SF-269A report is NOT to be used as a request for reimbursement of those expenses reported.

For assistance concerning the preparation and submission of quarterly SF-269A financial reports, please call the Office of the Comptroller's Customer Service Line at 1-800-458-0786 or the OJP Support Services Line at 1-888-549-9901, option #2.

**Programmatic Progress Reports:**

The submission of narrative programmatic progress reports is no longer required under the LLEBG Program. However, you are responsible for providing to BJA information to update the Project Information and Allocation Details you submitted during the Request for Drawdown (RFD) phase.

To maintain current and accurate data, use the Grant Changes Tab to update and revise your jurisdiction's Project Information and Allocation Details. Read the instructions in the following section, "LLEBG Project Modification(s)."

**LLEBG Project Modification(s):**

To update the Project Information and Allocation Details in the Grants Management System (GMS), follow the steps below:

- Log in to [GMS](#).
- Access the appropriate FY's LLEBG award.
- Go to the Grant Changes Tab.
- Update your jurisdiction's LLEBG project information and allocation details.

*Additional Grant Changes:*

Within GMS, through the Grant Changes Tab, you may make all revisions to your LLEBG electronic files. The official Application, Award, and RFD are separate one-time submissions. Once this information is submitted, it may not be changed. Through the Grant Changes Tab, you may update information as needed, but it will not replace the original information maintained in the Application, Award, or RFD Tabs. The Grant Changes Tab will always contain the most recent information on record. It will allow you to update the name of your jurisdiction's Chief Executive Officer (CEO), Point-of-Contact information, and Project Information and Allocation Details.

**[Return to LLEBG Home](#)**



**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX



[Application](#) [Award](#) [RFD](#) [Grant Changes](#) [Final Grant Report](#) [Correspondence](#) [Switch to ...](#)

**Grant Handbook**

**Overview**

[Overview](#)

Please use the above tabs to navigate through the grant process. The Application tab allows you to complete all of the steps required to submit your FY 2003 Local Law Enforcement Block Grants (LLEBG) application. You can navigate through this section by either clicking on the steps listed on the left-hand side of the page, or by clicking on the navigation buttons provided at the bottom of each page.

[CEO Information](#)

[Program Contact Information](#)

[Certifications](#)

Only the Chief Executive Officer (CEO) of the jurisdiction, or the officially designated program contact, may apply for funding under the LLEBG Program. If you are not the CEO of your jurisdiction, or the officially designated program contact, then please cancel the application process. Otherwise, continue with the FY 2003 application process by clicking on the **Continue** button below.

[Disparate Information](#)

[Award and Match](#)

If your jurisdiction chooses to decline/transfer FY 2003 funding, please click on the Decline/Transfer Funds button to the left.

[Submit Application](#)

[Decline/Transfer Funds](#)

Please use appropriate uppercase and lowercase letters throughout the application process. The information will appear exactly as you type it throughout the entire FY 2003 process

[Help/Frequently Asked Questions](#)

The LLEBG Fact Sheet provides a comprehensive overview of the Program.

[LLEBG Home](#)

[Continue](#)

[Log-Off](#)

**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX[Application](#)   [Award](#)   [RFD](#)   [Grant Changes](#)   [Final Grant Report](#)   [Correspondence](#)   [Switch to ...](#)**Grant Handbook****CEO Information**[Overview](#)[CEO Information](#)[Program Contact Information](#)[Certifications](#)[Disparate Information](#)[Award and Match](#)[Submit Application](#)[Decline/Transfer Funds](#)[Help/Frequently Asked Questions](#)[LLEBG Home](#)[Log-Off](#)

Please provide or update information about the Chief Executive Officer (CEO) of your jurisdiction (i.e., Mayor, City Manager, County Commissioner, etc.). Use appropriate uppercase and lowercase letters throughout this application. What you enter on these screens will appear on all official grant documents.

Please note that Public Safety Directors, Police Chiefs, and sheriffs (except in Louisiana) are not defined as CEOs of jurisdictions.

College Station City, Texas has at least one accepted award for a different fiscal year. Changing the CEO information will cause a Grant Adjustment Notice (GAN) to be generated for the other grant(s). This GAN will be created upon approval by BJA.

*Title	City Manager		
*Prefix	Mr. ▾		
*First Name	Tom		
*Last Name	Brymer		
*Address Line 1	P.O. Box 9960		
Address Line 2	1101 Texas Avenue South		
*City	College Station		
State	Texas		
*Zip Code	77842	- 7960	<a href="#">Need help for ZIP+4?</a>
*Phone	979	- 764	- 3510
Extension			
Fax	979	- 764	- 3481
*E-mail	tbrymer@cstx.gov		
*Is the person currently completing this application the CEO?		<input type="radio"/> Yes <input checked="" type="radio"/> No	

[Save and Continue](#)

**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX[Application](#)   [Award](#)   [RFD](#)   [Grant Changes](#)   [Final Grant Report](#)   [Correspondence](#)   [Switch to ...](#)**Grant Handbook****Program Contact Information**[Overview](#)[CEO Information](#)[Program Contact Information](#)[Certifications](#)[Disparate Information](#)[Award and Match](#)[Submit Application](#)[Decline/Transfer Funds](#)[Help/Frequently Asked Questions](#)[LLEBG Home](#)[Log-Off](#)

The Program Contact person is the individual officially designated by the CEO to serve as the day-to-day contact on all program related matters, including completing this application, and responding to all program related questions from BJA. As the officially designated Program Contact, this individual has the ability to bind the jurisdiction to all terms and conditions related to this grant.

Only public officials have the ability to bind the jurisdiction legally to the terms of the LLEBG Program. **A CEO may not delegate this responsibility to a non-public official or a public official outside his/her jurisdiction.** A jurisdiction may use whatever assistance it deems appropriate to gather needed information for the completion of the LLEBG on-line application and payment acceptance processes; however, it may delegate only to a public official within the applicant jurisdiction the responsibility for actually completing the on-line processes. Any applying jurisdiction violating these requirements will be subject to formal action, including nullification of the FY 2003 LLEBG application as well as eligibility for the future LLEBG funding cycles.

College Station City, TX has at least one accepted award for a different fiscal year. Changing the Program Contact information will automatically update this information for all of your active LLEBG grants. No GAN will be issued to document this change.

*Title	Police Sergeant		
*Prefix	Mrs. <input type="button" value="v"/>		
*First Name	Lesley		
*Last Name	Hicks		
*Address Line 1	P.O. Box 9960		
Address Line 2	2611A Texas Avenue South		
*City	College Station		
State	Texas		
*Zip Code	77842	- 7960	<a href="#">Need help for ZIP+4?</a>
*Phone	979	- 764	- 3605
Extension			
Fax	979	- 764	- 3648
*E-mail	lhicks@cstx.gov      This e-mail address should be different from the CEO's e-mail address		

[Save and Continue](#)





**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX



[Application](#) [Award](#) [RFD](#) [Grant Changes](#) [Final Grant Report](#) [Correspondence](#) [Switch to ...](#)

**Grant Handbook**

[Trust Fund Requirement](#)

[PSOHB Requirement](#)

[SPOC Review](#)

[SAA Review](#)

[Overview](#)

**The LLEBG Trust Fund Requirement**

[CEO Information](#)

[Program Contact  
Information](#)

[Certifications](#)

[Disparate Information](#)

[Award and Match](#)

[Submit Application](#)

[Decline/Transfer Funds](#)

[Help/Frequently Asked  
Questions](#)

[LLEBG Home](#)

[Log-Off](#)

All direct LLEBG recipients and State subrecipients must establish a **trust fund** in which to deposit LLEBG Program funding. The trust fund may or may not be an interest bearing account. Regardless of the type of account selected, the trust fund must protect the principal. The trust fund must be established by the the recipient jurisdiction, not by the implementing agency/ies. For example, in the case of a city award, the city manager or mayor's office must establish the trust fund, not the police department. In some jurisdictions, the term "Special Revenue Fund" may denote the same attributes as the definition for trust fund under the LLEBG Program.

An LLEBG recipient's trust fund must include the following four features:

1. The fund may earn interest, but any earned interest must be used for program purposes. The trust fund does not have to be an interest bearing fund.
2. The recipient must be able to account for the Federal award amount,
3. The recipient must be able to account for the local match amount,
4. The recipient must be able to account for any interest earned,
5. The recipient must be able to account for all LLEBG Program funds (federal, local match and any program income/interest earned/on federal funds) by individual grant year.
6. All program income including interest earned on federal funds should be expended as it is accrued.

☒ I have read the above requirement.

[Save and Continue](#)

[Go Back](#)

**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX[Application](#) [Award](#) [RFD](#) [Grant Changes](#) [Final Grant Report](#) [Correspondence](#) [Switch to ...](#)**Grant Handbook**[Trust Fund Requirement](#)[PSOHB Requirement](#)[SPOC Review](#)[SAA Review](#)[Overview](#)**PSOHB Compliance**[CEO Information](#)

Please follow these steps to complete this screen:

[Program Contact Information](#)

1. Open and review the [Compliance](#) requirements of the Public Safety Officers' Health Benefits (PSOHB) Provision.
2. Is your jurisdiction in compliance with the PSHOB Provision as of the date of this application?

[Certifications](#)[Disparate Information](#)Yes ☐ No ☒[Award and Match](#)

By answering "YES" you certify that your jurisdiction/municipality, **NOT** the implementing agency, provides the same or better level of health insurance benefits to a public safety officer who retires or is separated from service, as a direct or proximate result of personal injury sustained in the line of duty while responding to a hot pursuit or emergency situation, as the officer was receiving while on active duty.

[Submit Application](#)[Decline/Transfer Funds](#)[Save and Continue](#) [Go Back](#)[Help/Frequently Asked Questions](#)[LLEBG Home](#)[Log-Off](#)



**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX



[Application](#)   [Award](#)   [RFD](#)   [Grant Changes](#)   [Final Grant Report](#)   [Correspondence](#)   [Switch to ...](#)

**Grant Handbook**

[Trust Fund Requirement](#)

[PSOHB Requirement](#)

[SPOC Review](#)

[SAA Review](#)

[Overview](#)

**Single Point of Contact Review**

[CEO Information](#)

If a Block Grants Program has been selected for review under Executive Order 12372, "Intergovernmental Review of Federal Programs," then the applicant is required to submit a copy of its application to the State Point of Contact (SPOC).

[Program Contact Information](#)

Click here for a list of all State SPOCs. If your State is not listed, then you are not required to send a copy of your application to a SPOC.

[Certifications](#)

[Disparate Information](#)

Each applicant must check the box below:

[Award and Match](#)

☒ **If my jurisdiction has a SPOC, then I will send or fax a copy of our application to our SPOC. Documentation supporting this action will be maintained on-site and will be available for review upon request.**

[Submit Application](#)

At the end of the application process you will be given an opportunity to print a formal copy of your application.

[Decline/Transfer Funds](#)

[Save and Continue](#)

[Go Back](#)

[Help/Frequently Asked Questions](#)

[LLEBG Home](#)

[Log-Off](#)



**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX



[Application](#)   [Award](#)   [RFD](#)   [Grant Changes](#)   [Final Grant Report](#)   [Correspondence](#)   [Switch to ...](#)

**Grant Handbook**

[Trust Fund Requirement](#)

[PSOHB Requirement](#)

[SPOC Review](#)

[SAA Review](#)

[Overview](#)

**State Administrative Agency Review**

[CEO Information](#)

Eligible units of local government must submit a copy of their application to the designated State Administrative Agency (SAA).

[Program Contact Information](#)

Click [here](#) for a list of State Administrative Agencies.

[Certifications](#)

☒ **My jurisdiction will send a copy of our application to our State Administrative Agency. Documentation supporting this action will be maintained on-site and will be available for review upon request.**

[Disparate Information](#)

[Award and Match](#)

At the end of the application process you will be given an opportunity to print a formal copy of your application.

[Submit Application](#)

[Save and Continue](#)

[Go Back](#)

[Decline/Transfer Funds](#)

[Help/Frequently Asked Questions](#)

[LLEBG Home](#)

[Log-Off](#)



**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX



[Application](#)  
 [Award](#)  
 [RFD](#)  
 [Grant Changes](#)  
 [Final Grant Report](#)  
 [Correspondence](#)  
 [Switch to ...](#)

**Grant Handbook**

**Disparate Information**

[Overview](#)

This is a view-only page that summarizes the disparate information. To make changes to your final award amount based on the disparate agreement(s), please click on the Continue button at the bottom of this page.

[CEO Information](#)

[Program Contact Information](#)

[Certifications](#)

College Station City has been certified as a 400% disparate jurisdiction by your State Attorney General. In order to complete your application, you must reach an agreement with all associated disparate jurisdictions on how funds will be shared. More information on the disparate certification process is available on the BJA web site

[Disparate Information](#)

All disparate relationships below must be settled for you to receive funding. The status of all certified disparate relationships are recorded here for your information in order to facilitate negotiated agreements. Click on the jurisdiction's name to view its contact information and to send an email message to the point of contact.

[Award and Match](#)

[Submit Application](#)

[Decline/Transfer Funds](#)

To make changes to your final award amount based on the disparate agreements, please click on the Continue button at the bottom of this page. Once you save the information on the next screen, this table will be updated accordingly.

[Help/Frequently Asked Questions](#)

[LLEBG Home](#)

[Log-Off](#)

Type of Disparate	Jurisdiction Name	Eligible Award Amount	Final Award Amount per disparate agreements *	Transfer Amount	Disparate Agreement Status
County	Brazos County	\$0			Application not completed
400%	<a href="#">Bryan City</a>	\$69,694	\$52,270	-\$17,424	Awaiting County OK
400%	College Station City	\$22,443	\$15,037	-\$7,406	Awaiting County OK
<b>TOTAL **</b>		\$92,137		-\$24,830	

\* This does not reflect PSOH status.

\*\* Please note that the totals may change since all disparate jurisdictions have not yet completed their application.

[Continue](#)



**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX



[Application](#)   [Award](#)   [RFD](#)   [Grant Changes](#)   [Final Grant Report](#)   [Correspondence](#)   [Switch to ...](#)

**Grant Handbook**

**Award and Match**

[Overview](#)

The following is the summary information for the total amount of LLEBG funds for which you are applying:

[CEO Information](#)

[Program Contact Information](#)

[Certifications](#)

[Disparate Information](#)

[Award and Match](#)

[Submit Application](#)

[Decline/Transfer Funds](#)

[Help/Frequently Asked Questions](#)

[LLEBG Home](#)

[Log-Off](#)

**Eligible Award Amount**

Your jurisdiction's Eligible Award Amount, **not** including PSOHB compliance status, is reflected in this figure.

**\$22,443**

**Adjusted Award Amount**

Please enter the Adjusted Award Amount based on all agreements made between certified jurisdictions.

Note: Once all certified jurisdictions have entered the adjusted federal award amount, the county will be able to review the information online. You will be able to submit your application once the county has agreed to the adjusted amount.

\$ 15,037

**Final Award Amount**

The figure below is calculated automatically based on the Adjusted Award Amount entered above and your jurisdiction's PSOHB status. (Final Award Amount = 0.9 \* Adjusted Award Amount)

\$ 13533

**Match Amount**

The LLEBG Program requires a 10 percent **cash** match, calculated as one-ninth of the Final Award Amount, with no waiver provision (except for American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands). Federal funds may not exceed 90 percent of total program costs. Your match amount has been automatically calculated based on the Final Award Amount. Program income/interest earned on federal funds may not be considered as part of a grantee's local match.

\$ 1504

**Matching Funds Code**

M1-State and Local Government Units

[Save and Continue](#)

**FY 2003 Local Law Enforcement Block Grants Program**  
College Station City, TX[Application](#) [Award](#) [RFD](#) [Grant Changes](#) [Final Grant Report](#) [Correspondence](#) [Switch to ...](#)**Grant Handbook****Submit Application**[Overview](#)[CEO Information](#)[Program Contact  
Information](#)[Certifications](#)[Disparate Information](#)[Award and Match](#)[Submit Application](#)[Decline/Transfer Funds](#)[Help/Frequently Asked  
Questions](#)[LLEBG Home](#)[Log-Off](#)

Your jurisdiction can submit the application only when the following checklist is complete. Click on the link to get additional information on each incomplete requirement. A "Continue" button will appear at the bottom of the screen when all the requirements are complete.

Status	Requirement
Complete	CEO Information.
Complete	Program Contact Information
Complete	Certifications regarding Trust Fund
Complete	Certifications regarding PSOHB
Complete	Certifications regarding SPOC Review
Complete	Certifications regarding SAA Review
Incomplete	The county has agreed to the Adjusted Award amount.
Complete	Award and match amount information
Complete	No pending CEO changes



## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, 14, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569 a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature \_\_\_\_\_

Date \_\_\_\_\_





U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510--

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connec-

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

**1. Grantee Name and Address:**

City of College

P.O. Box 9960

1-74-6000534

College Station, TX 77842

**2. Application Number and/or Project Name**

2003 Local Law Enforcement Block Grant

**3. Grantee IRS/Vendor Number**

**4. Typed Name and Title of Authorized Representative**

Tom Brymer

City Manager

**5. Signature**

**6. Date**